

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Steven B. Adams			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS Preliminary Site Investigations, Statewide, As Needed				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL			CONSULTANT: Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> TIER I (\$25,000-\$99,999)	<input checked="" type="checkbox"/> TIER II (\$100,000-\$250,000)	<input type="checkbox"/> TIER III (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Location: The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) (No Resumes)	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services > Vendor/Consultant Selections.**

RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING ** ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☒ NO ☐ YES DATED _____ THROUGH _____

<input checked="" type="checkbox"/> Prequalified Services – See page 2 of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
--	--

☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the section team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

****For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (see address list, page 2). The priced proposal must be submitted in a sealed envelope, clearly marked "**PRICE PROPOSAL.**" The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked "**SEALED BID.**" The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 7/10/08	TIME DUE 3:30 PM
--	----------------------------------	---------------------

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Steven B. Adams
MDOT, Construction & Technology Division
8885 Ricks Road, Lansing, Mi 48917

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

- 5100D** – Request for Proposal Cover Sheet
- 5100G** – Certification of Availability of Key Personnel
- 5100I** – Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation
SCOPE OF SERVICE
FOR
AS NEEDED CONSTRUCTION SERVICES
Preliminary Site Investigations

CONTROL SECTION: Various

JOB NUMBER: Various

PROJECT LOCATION: Statewide

WORK DESCRIPTION:

- A. The Michigan Department of Transportation (MDOT) frequently needs to investigate parcels of property that have been identified to potentially have the presence of environmental contamination. MDOT or its consultant identifies potential sites of environmental contamination during Project Area Contamination Surveys (PACS). If the PACS identifies a parcel as a potential site of environmental contamination, a Preliminary Site Investigation (PSI), may be initiated.
- B. This scope of work consists of preparing work plans and price proposals for PSIs, conducting the PSIs and preparing PSI reports. The Consultant selected to do the PSI will do the initial site inspection and write the work plan and price proposal under the initial authorization. The same consultant will also perform the Preliminary Site Investigation and write the PSI report under the same authorization once it has been revised. **MDOT proposes to enter into a two year contract with up to four consultants who will conduct PSIs on a statewide basis.** For the work, the consultant will be required to be at the specified property and ready to begin a PSI in accordance with the authorization schedule.

Note: Generation of the PACS is not a part of this scope.

- C. The amount of work over this two year period, per consultant, is estimated to be up to \$225,000.00. The amount of work in some regions will be much smaller. Individual authorizations may be in amounts ranging from \$2,000.00 to \$90,000.00. Reimbursement will be made on a cost plus fixed fee basis.
- D. Work cannot proceed without written authorization from the Project Manager. Written authorization may be delivered to the consultant by fax. The consultant shall submit a work plan and price proposal to the Project Manager within two to five work days, depending on the number of parcels included within the PACS, of authorization by the Project Manager. For a typical construction project, 90 to 120 calendar days will be allowed to complete all PSI activities unless an expedited schedule is required. The Consultant may, with permission of the Project Manager continue site work outside regular hours or on weekends.
- E. This work may include but is not limited to subsurface investigation, soil sampling, monitor well installation, water sampling, laboratory testing, preparing work plans, price proposals and preliminary site investigation reports.

PRIMARY PREQUALIFICATION CLASSIFICATION(S):

Preliminary Site Investigations

SECONDARY PREQUALIFICATION CLASSIFICATION(S):

N/A

ANTICIPATED START DATE: October 2008

ANTICIPATED COMPLETION DATE: October 2010

MDOT PROJECT MANAGER:

Steven B. Adams

Construction & Technology Division

Geotechnical Services Section, Environmental Compliance

8885 Ricks Road, P. O. Box 30049

Lansing, Michigan 48917

Phone (517) 322-1647

Fax (517) 322-6942

MDOT RESPONSIBILITIES:

- A. MDOT will respond to and provide answers to Consultant's questions pertaining to the projects. Questions can be directed to the Project Manager:
STEVEN B. ADAMS at (517) 322-1647.
- B. MDOT will schedule and/or conduct project related meetings.
- C. MDOT must review and approve any consultant staff changes as they pertain to the project.
- D. MDOT will provide Project Plans (if available) and scope of as needed preliminary site investigation services.

Work Plan and Price Proposal Preparation

- A. Notify consultant of potential work.
- B. Provide PACS report to the consultant.
- C. Provide project description
 - 1. Number of parcels to be investigated.
 - 2. Length and type of project.
 - 3. Project plans at various stages of development.
- D. Provide scope of requested services, including time frames.
- E. Provide an approved authorization to write a PSI work plan and price proposal prior to services beginning (for small locations, this will include the work at the site, too).

Preliminary Site Investigation

- F. Approve site investigation work plan.
- G. Review and negotiate priced proposal for the service.
- H. Provide an approved authorization, if needed, to conduct the PSI prior to services beginning.
- I. Approve intermittent progress reports.
- J. Approve final PSI report.

CONSULTANT RESPONSIBILITIES:

The Consultant will perform geoenvironmental preliminary site investigation services on an “as needed” basis for transportation projects statewide for the next two years, based on the intermittent needs of the Department. Work will be authorized under a separate authorization for each project.

Upon request, the Consultant shall be prepared to thoroughly investigate, analyze, and prepare a preliminary site investigation report for each project.

The Consultant shall furnish all services and labor necessary to conduct and complete the requirements for preliminary site investigation services as described herein. The Consultant shall furnish all materials, equipment, supplies, and incidentals necessary to perform this service. The service shall be performed to the satisfaction of MDOT and consistent with applicable professional standards.

- A. The Consultant’s principal contact with the Department shall be through the designated Project Manager.
- B. The services described herein are financed with public funds. The Consultant shall comply with applicable federal and state laws, rules, and regulations. The Consultant will perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant will wear personal protection safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant is responsible for maintaining traffic during all operations. The Consultant’s method of maintaining traffic shall have prior approval by the Regional Traffic and Safety Engineer in accordance with the MUTCC and the MDOT maintaining traffic details.
- D. The Consultant will demonstrate knowledge of, and performance in compliance with, the standard practices of the Department and all manuals, and guidelines needed to carry out the work in an appropriate manner. All portions of the subsurface investigation will be in accordance with the current MDOT “Scope of Services for Preliminary Site Investigations” in addition to current ASTM standards.
- E. The Consultant is responsible for locating utilities by calling **MISS DIG (800-482-7171)**. The Consultant is responsible for locating utilities not on the MISS DIG system.
The Consultant is to notify the Project Manager 48 hours prior to starting work.
- F. The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant’s original approved proposal.

Work Plan and Price Proposal Preparation

- A. Review the PACS report, project description, and plans.
 - 1. Provide the department with a price proposal to develop a work plan and a price proposal to perform the PSI.
- B. Upon receiving an approved authorization, prepare and submit a Site Investigation work plan and price proposal (within two to five work days of receiving the PACS report, project plans, and approved authorization). The work plan provides the Project Manager with sufficient information to assure that all environmental contamination that may impact the project will be defined during the site investigation.
 - 1. The plan should include but not be limited to:
 - a. Maps showing proposed wells and soil boring locations.
 - b. Location and type of sampling proposed.
 - 2. Revise work plan, as requested by the Project Manager.
- C. Along with the work plan, provide a price proposal for the specific services.
 - *The same Consultant that is authorized to do the initial site inspection and write the work plan and price proposal will also do the Preliminary Site Investigation and write the PSI report under the same authorization, once it has been revised.

Preliminary Site Investigation

- D. Perform the following services within the 90 to 120 day time frame:
 - 1. Conduct site investigation.
 - a. Utilities
 - (1) The Consultant shall be responsible for contacting Miss Dig a minimum of three (3) working days prior to performing work. The Consultant is also responsible for locating any utilities not covered or marked by MISS DIG, including those on MDOT property.
 - (2) The Consultant shall be responsible for marking the locations of the proposed work prior to MISS DIG staking the site.
 - (3) The Consultant shall record and provide the MISS DIG confirmation number to the Project Manager prior to start of the work.
 - (4) Any utilities damaged during the course of the work shall be the responsibility of the Consultant to repair.
 - b. Consultant Use of Premises
 - (1) Operations at the site shall be confined to areas permitted by applicable laws, ordinances, permits, and by the Contract Documents. The Consultant shall not unreasonably encumber the site with materials and equipment.
 - (2) The Consultant shall assume full responsibility for the protection and safekeeping of all materials, products, and equipment stored on site or at another location.
 - 2. Utilizing all U.S. Environmental Protection Agency and Michigan Department of Environmental Quality (MDEQ) guidance and policies and all available construction plans, the consultant develops and submits a PSI report to the Project Manager containing the location, nature, extent and volume of any contamination found and recommendations for dealing with it. Recommendations will include any permits or special procedures and/or provisions that are required and pay items with an estimate of construction costs

relating to any contamination present. The site investigation report must contain the following information:

- a. Description of site history and definition of possible contamination sources.
 - b. Description of the investigative activities completed at the site and the degree to which the activities defined the contamination.
 - c. Location map and site plans showing areas of contamination encountered, type of contamination and concentrations.
 - d. Estimate the quantity of soil and/or ground water that will be encountered during construction activities that must be removed and identify these areas on the construction plans.
 - e. Table of chemical concentrations for each soil and water sample collected. Also provide complete set of analytical results in an appendix.
 - f. Description of investigative and analytical techniques such as drilling methods, sampling methods, well construction, and chemical analytic techniques.
 - g. Well and soil borings logs
 - h. Comparison of contamination levels to appropriate MDEQ Cleanup standards.
 - i. Recommendations for further investigation not covered in original work plan.
 - j. Recommendations for methods, procedures, and construction cost estimates/pay items for properly addressing contamination that intersects with proposed construction as indicated on the construction plans.
3. Revise report as requested by the Project Manager. No payment will be made until the report is approved.
 4. If additional site investigation work is required, a new authorization will be required and steps B, C and D will be completed again.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

CONSULTANT PAYMENT

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the priced proposal submitted by the Consultant and must have prior written approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager.

This scope is for “as needed” services. As such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of the authorized total hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%. Fixed fee on “as needed” projects is computed by taking the percent of actual labor hours invoiced to labor hours authorized, then applying that percentage to the total fixed fee authorized.